

**ARIZONA DEPARTMENT OF EDUCATION**

**Jaime A. Molera**  
Superintendent of  
Public Instruction



STATE OF ARIZONA

School Finance  
1535 West Jefferson  
Phoenix, Arizona 85007  
(602)-542-5695  
(602)-542-3099 fax

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**SCHOOL FINANCE MEMORANDUM 02-002**

**TO:** Transportation Department

**FROM:** Shirley Willis

**DATE:** July 12, 2001

**SUBJECT:** Vehicle Inventory 2001

Just a reminder that the Vehicle Inventory is due for all districts that transport students to and from school. To have access to the vehicle inventory you must have a commonlogon and password. If you had this logon and password for the Transportation Route Report you will be able to use the same logon and password for Vehicle Inventory. If you do not have a commonlogon you need to contact your district's entity administrator. This is usually the Superintendent or Business Manager. They can fill out a request form for you to receive this logon and password. If you have forgotten your password you can contact the Enterprise Management Office via e-mail at [enterprise@mail1.ade.state.az.us](mailto:enterprise@mail1.ade.state.az.us). To access the commonlogon please go to: <https://ade.az.gov/commonlogon>

Once you have entered your commonlogon and password an application access menu should come up showing the systems you have authorization to use. This should include the vehicle inventory. Click on vehicle inventory and main menu should appear. The main menu consists of the following six (6) items:

- Announcement:** There are currently no announcements, however in the future announcements will be listed here to aid the user.
- Change Fiscal Year:** This will allow the user to select the year they wish to choose. There is no current data in the system but this year 2000 with is the first year computed via the web.
- Links:** **Vehicle Inventory User Manual is now available if you need instructions in using the online application.** Other links will be added when needed.
- Reports:** This will allow the user to click on SAIS reports, which will take the user to the School Finance page where they can access their districts reports.
- Show Schools:** **To access your vehicle inventory data click on show schools.** This will bring up a list of your district and schools. Please click on your district. Do not reset the school or district data.

**Submission Detail:** When you have finished entering all of your data and are ready to submit the information to ADE click on submission detail, which will bring up pending submission, click on pending submission to submit your data.

The only vehicles that should be placed on the vehicle inventory are those vehicles used to transport students to and from school.

Due to the lateness of the availability of the on-line system we would appreciate it if you would submit your Vehicle Inventory as soon as possible and no later than August 15, 2001.

If you have any questions or concerns please contact me at 602 542-8245. Thank you so much for your patience with this new application.

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